

**DEPARTMENT OF GENERAL SERVICES
OFFICE OF PUBLIC SCHOOL CONSTRUCTION**501 J STREET, SUITE 400
SACRAMENTO, CA 95814<http://www.dgs.ca.gov/opsc>

October 29, 1996

To: All School District Superintendents and County Superintendents of Schools

Subject: **STREAMLINING OF FUND RELEASES**

On September 25, 1996, the State Allocation Board (SAB) implemented new streamlining policies governing the Planning, Site, and Construction fund releases. Modifications to the current fund release process expedite the application process and the timely release of funds.

The new streamlining procedures require less documentation to initiate fund releases. For example, the former policy for a priority one, Planning Phase fund release required school districts to submit six documents. The new streamlining policy reduces this number to three.

The new streamlining procedures do not exclude the need to submit essential documents required by the SAB. All application files continue to be audited for compliance with State guidelines. It is important that all school districts realize the necessity for the completion of proper documentation for their growth and modernization applications.

The attached charts list the documents necessary to initiate the Planning, Site, and Construction fund releases.

Should you have any questions regarding the contents of this letter, please direct your calls to your Project Manager.

Sincerely,

TED W. DUTTON,
Executive Officer

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Attachments (2)

PLANNING (PHASE P) FUND RELEASE
(Proportioned Release of Estimated Architectural Fees)

Priority Level	25% Releases	80% Releases
One	<ol style="list-style-type: none"> 1. <u>Form SAB 518</u> - Lease-Purchase Program Agreement 2. <u>Form SAB 185</u> - Certification of the County Superintendent of Schools to the SAB Regarding the Deposit of District Funds (for 50/50 applications; <u>or</u> a letter from the District certifying deposit of funds into the State Building Lease Purchase Fund (for 50/50 applications). 	<ol style="list-style-type: none"> 1. <u>Form SAB 518</u> - Lease-Purchase Program Agreement 2. <u>Form SAB 185</u> - Certification of the County Superintendent of Schools to the SAB Regarding the Deposit of District Funds (for 50/50 applications); <u>or</u> a letter from the District certifying deposit of funds into the State School Building Lease-Purchase Fund (for 50/50 applications). 3. <u>Form SAB 490</u> - California Environmental Quality Act (CEQA) Certification
Two	<ol style="list-style-type: none"> 1. <u>Form SAB 518</u> - Lease-Purchase Program Agreement 	<ol style="list-style-type: none"> 1. <u>Form SAB 518</u> - Lease Purchase Program Agreement 2. <u>Form SAB 490</u> - California Environmental Quality Act (CEQA) Certification

School districts are still required to submit the following documents prior to Bid Approval:

- Architect Agreement
- California Department of Education's Approval Letter
- Certification of Disabled Veterans Business Enterprises (DVBE) compliance as signified on Form SAB 515, revised 10/96 - *Summary of Bids*.

NOTE: Since March 13, 1996, Minority Women Business Enterprises (M/WBE) approval is no longer required. Disabled Veterans Business Enterprises (DVBE) approval, however, is still required.

SITE (PHASE S) FUND RELEASE

Documents Required for Phase S Fund Release after approval by SAB of appraised value	
Priority One	<ol style="list-style-type: none">1. Submittal of legal description of the real property to be acquired2. <u>Form SAB 185</u> - <i>Certification of the County Superintendent of Schools to the SAB Regarding Deposit of District Funds</i> (for 50/50 applications); <u>or</u> a letter from the District certifying deposit of funds into the State School Lease Purchase Fund (for 50/50 applications).3. Escrow Instructions within 60 calendar days of release of site funds
Priority Two	<ol style="list-style-type: none">1. Submittal of legal description of the real property to be acquired2. Escrow Instructions within 60 calendar days of release of site funds

CONSTRUCTION (PHASE C) FUND RELEASES

Documents Required for Phase C Fund Releases after Bid Approval	
Priority One	<ol style="list-style-type: none">1. <u>Form SAB 185</u> - <i>Certification of the County Superintendent of Schools to the SAB Regarding Deposit of District Funds</i> (for 50/50 applications); <u>or</u> a letter from the District certifying deposit of funds into the State School Lease Purchase Fund (for 50/50 applications).2. <u>Form SAB 599</u> - <i>Construction Contract Certification</i>3. <u>Form SAB 515</u> - <i>School District Bids/Proposals</i>
Priority Two	<ol style="list-style-type: none">1. <u>Form SAB 599</u>- <i>Construction Contract Certification</i>2. <u>Form SAB 515</u> - <i>School District Bids/Proposals</i>

